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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 10 May 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #19
 4 May through 10 May 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 1 May there were 31 people in Clerical Induction Training and 19 in Clerical Orientation.

(2) From 7 May through 4 June, [] instructor in Clerical Orientation, will be vacationing in Europe. During her absence, [] Chief, Clerical Orientation, will receive assistance from the other offices in Clerical Training.

b. Basic Orientation

(1) Basic Orientation #29 began on Monday, 7 May, with 89 students. Nine are from DD/I, twenty-three from DD/S, and fifty-seven from DD/P. About half of the students have been in the Agency longer than three years. This seems to be a developing trend in the DD/P - DD/S runnings of the course.

(2) [] will be assigned to the projected International Communism School. During the coming week they will move from R & S Building to Alcott Hall, but will continue their Basic Orientation responsibilities during the present course.

(3) [] delivered a lecture at the Foreign Service Institute on Thursday, 3 May. His subject was "Communist Doctrine."

(4) [] delivered a lecture, "Communist Doctrine," in the Basic Country Survey-USSR, on Tuesday, 8 May.

c. Management Training

(1) Basic Supervision #19, an experimental one-week, full-time presentation, was completed Friday, 4 May, with 18 students. Basic Supervision #20 began Monday, 7 May, with 18 students, GS-5 to GS-7.

(2) Basic Management #24 was completed on Friday, 4 May, with 13 students.

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(3) A decision has not yet been made by the AD/SI as to whether OSI would rather postpone the Management Conference three weeks or three months. The Conference was originally scheduled for the week of 21 May, but will have to be postponed because of the heavy schedules of both OSI and the Management Training staff at that time.

(4) Plans are now being developed at the request of SR for a special management course presentation to SR branch chiefs and equivalent personnel. Dates are tentatively assigned as 28 May through 8 June and 11 through 22 June, 0930-1300 daily. [] will conduct these presentations jointly.

(5) [] had a preliminary and highly tentative discussion with [] Assistant to the DDCI, concerning an idea originally proposed by [] This is to hold a series of meetings of first-line supervisors, at which a top-level executive might discuss developments of concern to the lowest level chiefs. A great many difficulties are in the way, including the identification of topics of joint interest and benefit, protection of normal command and communication channels, maintenance of security, and the question of interest on the part of top management in such a program. We plan to look into this idea further since it could replace in a constructive way some of the good effects of the CIA Orientation Course, with a much smaller expenditure of manhours.

d. Orientation and Briefing

(1) On Tuesday, 8 May, the Chief, OB, attended the Intelligence Advisory Committee meeting where the Director, USIA, made his presentation to justify USIA membership on the IAC.

(2) The next Dependents' Briefing will be held on Monday and Tuesday, 14 and 15 May.

(3) We have been informed by Mr. Ben Warfield, Director of Training, USIA, that the Project Officer for USIA participation in the Departmental Briefings is Mr. Carroll Cornelius.

(4) All final arrangements were made by this office to comply with the request of the Strategic Intelligence School for CIA lecturers in the next course. The reply on this subject was prepared for the signature of the Director of Training. The Chief, OB, will accompany the Inspector General to SIS on Monday, 14 May.

e. Administrative Training

(1) Administrative Procedures #66 began on Monday, 7 May.

(2) Two DD/S Cable Refresher Courses were held this week, one for Finance, the other for Logistics.

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